

Applying for the ARSL Scholarship: FAQ

<https://www.tsl.texas.gov/ldn/arslscholarship>

Contact:

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Frequently Asked Questions

- 1. What does this cover?
- 2. What am I expected to do?
- 2. When will I receive my stipend?
- 3. Will I receive assistance in registering or booking travel?
- 4. How do I apply in GMS?
- 5. What do I put for budget?

What does the ARSL Scholarship cover?

- The ten (10) libraries chosen to receive the 2019 ARSL Scholarship will receive a one-time, federally funded award of up to \$2,500 to cover expenses incurred for the following:
 - Travel, lodging, and meals and incidentals to attend the ARSL Conference
 - Registration for the ARSL 2019 Conference

What am I expected to do?

- Before the ARSL conference, participants will:
 - Complete registration for the ARSL conference.
 - Complete travel and lodging booked at rates found at [GSA.gov](https://www.gsa.gov).
 - Notify TSLAC as soon as possible if a selected participant is unavailable to attend the training or becomes ineligible to attend (e.g., accepts a different position within the library or leaves employment at the library), and request approval for a different qualified participant to attend.
 - Request that your governing authority execute a contract with TSLAC to receive up to a \$2,500 stipend to attend the Association of Rural and Small Libraries (ARSL) Conference.
- During the ARSL conference, participants will:
 - Attend conference sessions and networking opportunities.
 - Keep track of conference sessions and networking opportunities attended.
- After the ARSL conference, participants will:
 - Submit a 1-2 page conference report within 6 weeks following the conference providing a narrative of sessions attended and how they intend to apply what they learned at the conference

When will I receive my stipend?

- Stipends will begin to be released after the announcement of awards in March.
- *Registrants will be expected to register for the conference using their own funds. A stipend will be granted to cover funds up to \$2,500, depending on budget provided in the application.*

How to apply in GMS?

First, login to GMS:

<https://grants.tsl.texas.gov/>

If you do not have a login
or forgot your password,
please email Kyla Hunt at
khunt@tsl.texas.gov



Sign In

TSLAC GM

Username

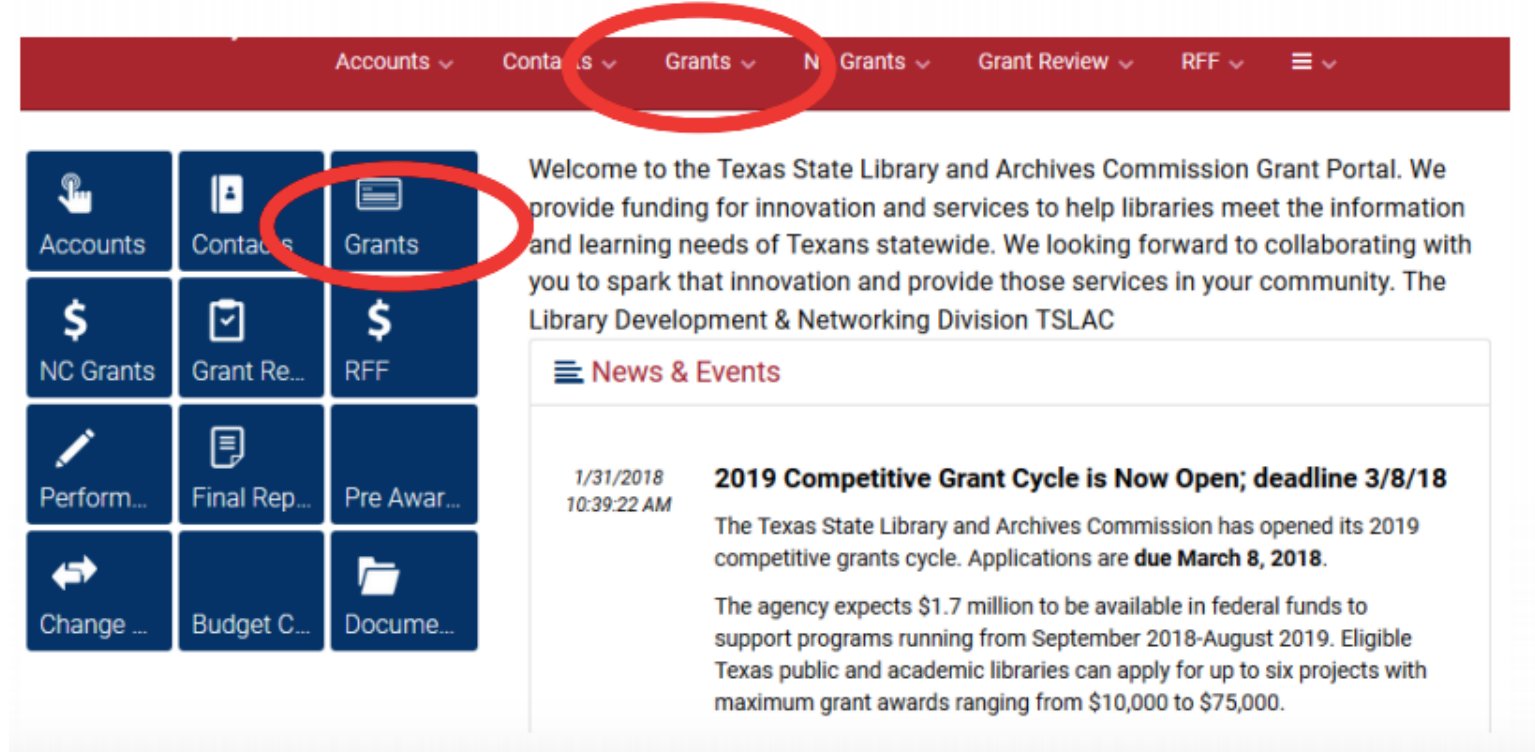
Password

[Forgot password?](#)

Sign In

How to apply in GMS?

Then, select Grants, either from the blue tile on the left or from the drop-down menu on in the red bar.



The screenshot shows the Texas State Library and Archives Commission Grant Portal. The top navigation bar is red and contains the following items: Accounts ▾, Contacts ▾, Grants ▾, New Grants ▾, Grant Review ▾, RFF ▾, and a hamburger menu icon ▾. The 'Grants' item is circled in red. Below the navigation bar is a grid of blue tiles. The 'Grants' tile is circled in red. To the right of the grid is a welcome message and a 'News & Events' section.

Welcome to the Texas State Library and Archives Commission Grant Portal. We provide funding for innovation and services to help libraries meet the information and learning needs of Texans statewide. We looking forward to collaborating with you to spark that innovation and provide those services in your community. The Library Development & Networking Division TSLAC

News & Events

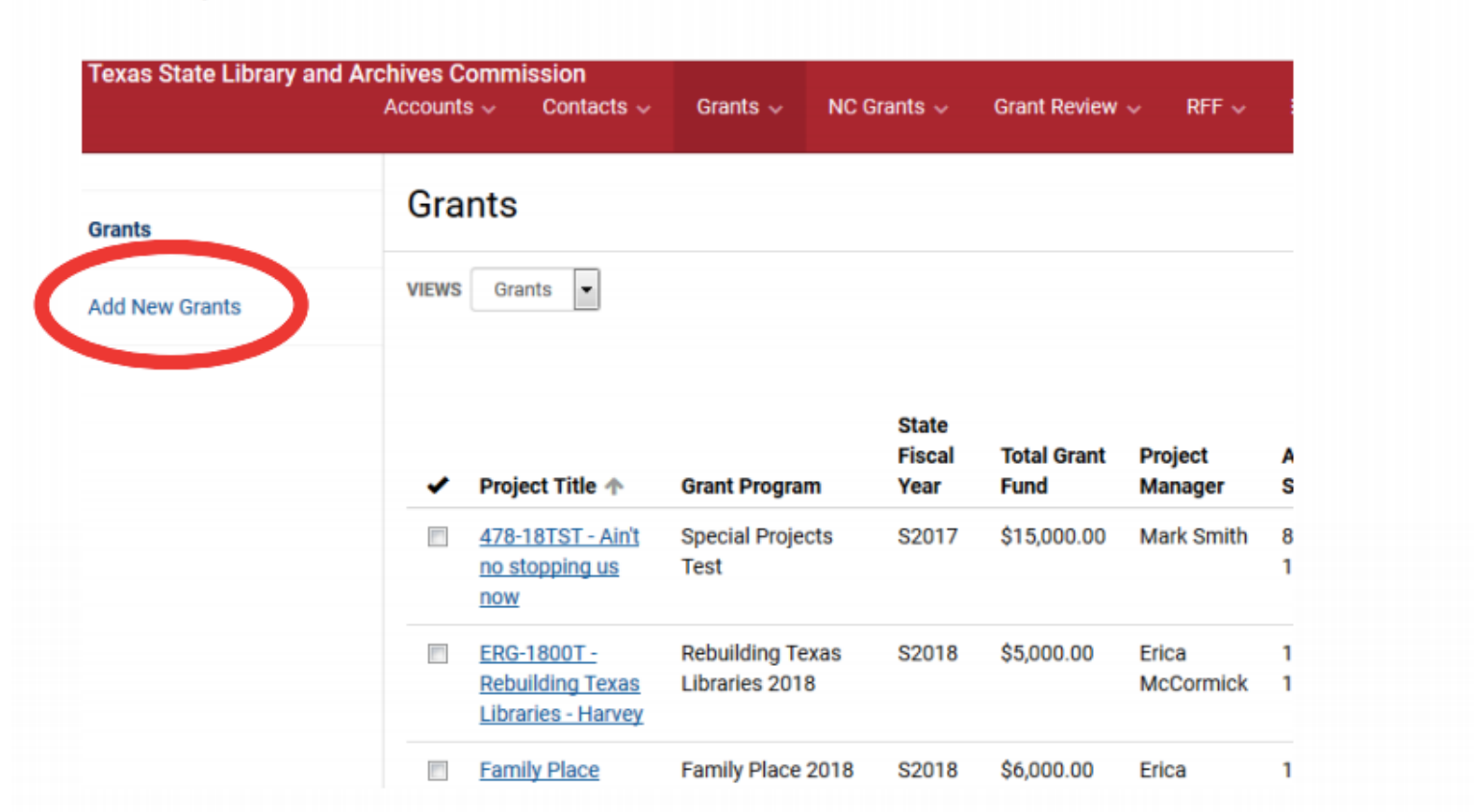
1/31/2018 10:39:22 AM **2019 Competitive Grant Cycle is Now Open; deadline 3/8/18**

The Texas State Library and Archives Commission has opened its 2019 competitive grants cycle. Applications are **due March 8, 2018**.

The agency expects \$1.7 million to be available in federal funds to support programs running from September 2018-August 2019. Eligible Texas public and academic libraries can apply for up to six projects with maximum grant awards ranging from \$10,000 to \$75,000.

How to apply in GMS?

Then, select “Add New Grants” from the left-hand side.



The screenshot displays the 'Grants' section of the Texas State Library and Archives Commission's GMS system. The left-hand navigation menu includes 'Grants' and 'Add New Grants', with the latter highlighted by a red circle. The main content area, titled 'Grants', features a 'VIEWS' dropdown set to 'Grants'. Below this is a table listing existing grants.

✓	Project Title ↑	Grant Program	State Fiscal Year	Total Grant Fund	Project Manager	A S
<input type="checkbox"/>	478-18TST - Ain't no stopping us now	Special Projects Test	S2017	\$15,000.00	Mark Smith	8 1
<input type="checkbox"/>	ERG-1800T - Rebuilding Texas Libraries - Harvey	Rebuilding Texas Libraries 2018	S2018	\$5,000.00	Erica McCormick	1 1
<input type="checkbox"/>	Family Place	Family Place 2018	S2018	\$6,000.00	Erica	1

How to apply in GMS?

Fill out the following information. The project title can be anything you want; we are not scoring you on the title.

General

Applicant Organization

Texas State Library & Archives Commission

Project Title *

ARSL example

Grant Program *

ARSL Scholarship

Project Manager *

Kyla Hunt

Scroll down to click Save:

Save

How to apply in GMS

This information is automatically populated after you clicked Save on the previous page.

You don't need to do anything here or change anything.

Keep scrolling!

Applicant Organization

Texas State Library & Archives Commission

Project Title *

ARSL example

Grant Program *

ARSL Scholarship

Project Manager *

Kyla Hunt

Financial Contact/Proxy

Application Number

1981

Legal Entity

State of Texas

Employer Identification Number

DUNS Number

095085747

SAM Expiration Date

6/12/2019

How to apply in GMS

Narrative

Program Partners

N/A

Program Abstract

ARSL Scholarship

Enter in the following for
Program Partners: N/A

Enter in the following for
Program Abstract: **ARSL
Scholarship**

How to apply in GMS

- The most important parts of your application are answering Criterion 01 – 07! Please review the rubric on pages 7 and 8 of the Notice of Funding Opportunity before you begin answering these questions.

Criterion 01

Needs Assessment: Describe the current population and demographics of the community that your library primarily serves. Include the population number your community serves.

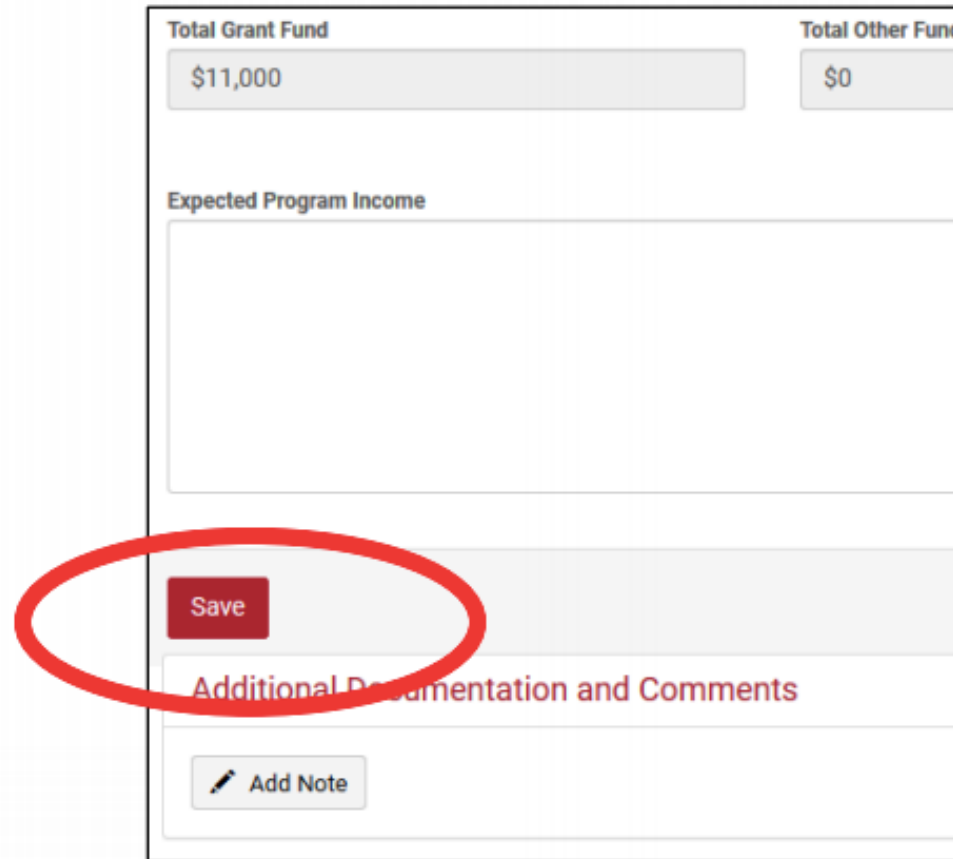
Criterion 01 Points

25

Answer

How to apply in GMS

You **MUST** hit save to capture the work you put into your application. The **Save** button is located at the very bottom of the application page.



The screenshot shows a web form for an application. At the top, there are two input fields: "Total Grant Fund" with the value "\$11,000" and "Total Other Fund" with the value "\$0". Below these is a section titled "Expected Program Income" with a large empty text area. At the bottom of the form, there is a red "Save" button, which is circled in red. Below the "Save" button is a section titled "Additional Documentation and Comments" with an "Add Note" button.

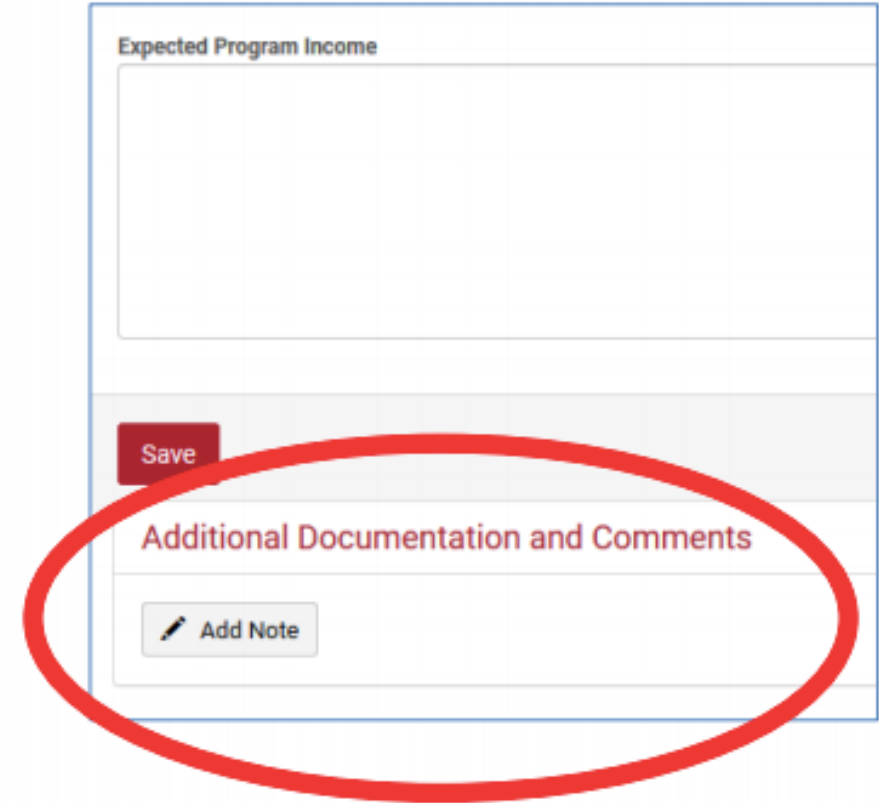
How to apply in GMS

To create a complete application, you will need to attach a variety of documents.

You will use the “Add Note” function to do so.

Uploading document FAQ:

- Document max size: 5 MB
- Can add as many documents as needed
- Can add documents at any time, including after submission



The screenshot shows a web form with a blue border. At the top, there is a section titled "Expected Program Income" with a large empty table below it. Below the table is a red "Save" button. Underneath the button is a section titled "Additional Documentation and Comments" in red text. This section contains a button with a pencil icon and the text "Add Note". A large red oval is drawn around the "Additional Documentation and Comments" section, highlighting the "Add Note" button.

How to apply in GMS

- You must attach the following:
 - Application certification form signed by a governing authority.
 - Letter(s) of support of participation by a governing authority.
 - Google maps verification of mileage for any needed car travel; documentation of travel estimates.

What do I put for budget?

- You will only be inputting information for Travel.

Travel

\$

0.00

Travel Other Funds

\$

0.00

Total Travel

\$

0.00

Travel Description

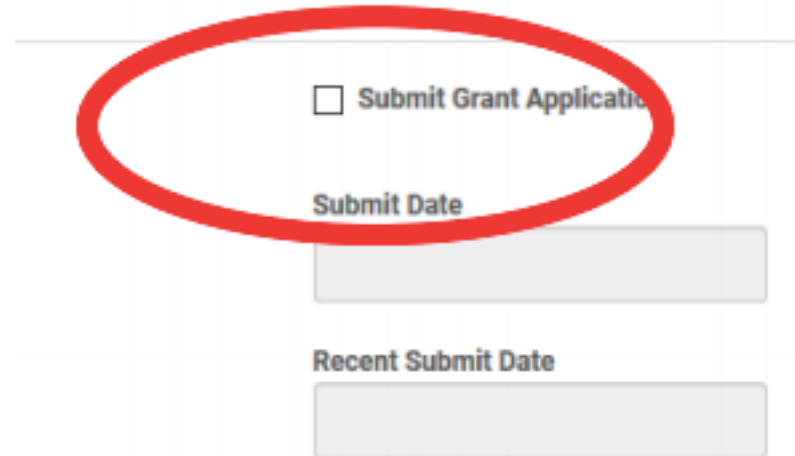


What do I put for budget?

- For Travel enter: Amount determined for travel costs in Criterion 06.
 - Travel costs must be related to the project activities and must be incurred by the staff working on the project. The costs include airfare, ground transportation, accommodation, meals, etc. For airfare, economy class must be used at all times. Use Google maps to verify mileage for any needed air travel.
- In Travel Description enter: Travel from home town to in-person training for one person, including lodging and transportation.

How to apply in GMS

Hit **Submit** (at the very top of the page) only when you are completely done with your application and are ready for TSLAC to score it.



A screenshot of a web form interface. A red circle highlights the checkbox labeled "Submit Grant Application". Below this, there are two input fields: "Submit Date" and "Recent Submit Date", both of which are currently empty.

<input type="checkbox"/> Submit Grant Application
Submit Date
Recent Submit Date

Questions?

- Kyla Hunt, Library Management Consultant, Program Coordinator
512-936-4449, 800-252-9386 (toll free) Fax: 512-936- 2306 Email:
khunt@tsl.texas.gov
- Erica McCormick, Grants Administrator Phone: 512-463-5527, 800-
252-9386 (toll free) Fax: 512-936-2306 E-mail: grants@tsl.texas.gov